

**Grade VII – Recruitment Officer**  
**Initial Assignment: Ballyfermot Training Centre**  
**(Specific Purpose Position)**  
**Ref: G7BTCRO25**

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

<b>Proposed Timeframe</b>	Shortlisting will take place week commencing: 17 <sup>th</sup> March 2025 Interviews will commence week beginning: 31 <sup>st</sup> March 2025  <i>*All dates are subject to change and are for guidance only</i>
<b>Location of Position</b>	The position will be based in Ballyfermot Training Centre, Ballyfermot Hill, Chapelizod, Dublin D20CX93.
<b>Salary</b>	For persons entering public service for the first time, starting pay will be at the minimum point of the Grade VII salary scale, €58,251. This is not negotiable. An incremental salary scale applies thereafter.  Previous public sector experience may be eligible for incremental credit, to be determined upon appointment.
<b>Annual Leave</b>	29 working days per annum.
<b>Hours of Work</b>	35 hours per week.
<b>Purpose of Campaign</b>	This is a specific purpose contract to cover sick leave.  The smooth functioning of the training facility in Ballyfermot Training Centre relies on the understanding that the centre has a waiting list of learners who match the entry profile of centres suite of courses. Management rely on the Recruitment Officer to ensure that recruitment processes are in line with the organisational requirements and to ensure it is adequately sourced and maintained.  Please note that this post may be subject to rotation from the initial assignment to other specialist areas.
<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>• Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examinations (higher, ordinary, applied or vocational preparation) <b>or</b> equivalent <b>or</b> have passed an examination at the appropriate level within QQI qualifications framework which can be assessed as being of a comparable standard to Leaving Certificate <b>or</b> equivalent <b>or</b> higher <b>or</b> have appropriate relevant experience which encompasses equivalent skills and expertise.</li> <li>• Have the requisite knowledge, skills and competencies to carry out the role.</li> <li>• Have excellent administrative skills and a high level of ICT literacy including a proven ability to apply technology in the workplace.</li> <li>• Be capable and competent of fulfilling the role to a high standard.</li> </ul>
<b>Desirable Requirements</b>	<ul style="list-style-type: none"> <li>• An understanding of Digital Media including digital marketing and social media platforms.</li> <li>• Have experience in managing staff including but not limited to general staff supervision, team work scheduling, staff development and training.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have excellent administrative and IT skills.</li> <li>• Possess the requisite experience, knowledge and ability and be suitable to discharge the duties of the position.</li> <li>• Ability to prioritise and manage work in a dynamic and pressurised environment.</li> <li>• Goal oriented in a manner that ensures that work is comprehensively completed.</li> <li>• Proven record as a team-player with a flexible approach.</li> <li>• Strong team leadership skills with the ability to delegate duties and follow up on results to ensure delivery of service to the required standard.</li> <li>• Demonstrated experience of building and maintaining relationships.</li> <li>• Effective verbal and written communications in a clear and concise manner.</li> <li>• Excellent judgement, problem-solving, analytical and decision-making skills.</li> <li>• Excellent interpersonal and people management skills.</li> <li>• Excellent work planning and organisation skills.</li> <li>• Self-motivating, flexible and results focused.</li> <li>• Proven experience and ability in a similar role.</li> <li>• Knowledge of Recruitment procedures.</li> <li>• Specialist knowledge and understanding of processes involved e.g. PLSS</li> <li>• Effective verbal and written communications in a clear and concise manner.</li> </ul>
<p><b>Principal Duties and Responsibilities</b></p>	<p>The general duties and responsibilities listed below are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post while in office:</p> <ul style="list-style-type: none"> <li>• Coordinate website maintenance / upkeep / updating</li> <li>• Create website content</li> <li>• Create social media content</li> <li>• Creating and coordinating marketing content /publications</li> <li>• Oversee design of digital / non-digital promotional material</li> <li>• Manage course waiting lists</li> <li>• Update PLSS with relevant course material</li> <li>• Liaise with DSP &amp; all other relevant stakeholders</li> <li>• Implementation of recruitment initiatives eg. Skills to Advance</li> <li>• Liaise with CDET Employer Engagement Unit</li> <li>• Liaise with course instructors and management with regard to course recruitment</li> <li>• Supervision of staff</li> <li>• Provide reports to management as required.</li> </ul>
<p><b>Grade VII Competencies</b></p>	<p><b><i>People Management</i></b></p> <ul style="list-style-type: none"> <li>• Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues.</li> <li>• Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise.</li> <li>• Values and supports new and more effective ways of working.</li> <li>• Deals with tensions within the team in a constructive.</li> <li>• Encourages, listens to and acts on feedback from the team to make improvements.</li> <li>• Actively shares information, knowledge and expertise to help the team to meet its objectives.</li> </ul> <p><b><i>Analysis &amp; Decision Making</i></b></p> <ul style="list-style-type: none"> <li>• Effectively deals with a range of information sources, investigating all relevant issues.</li> <li>• Understands the practical implication of information sources, investigating all relevant issues.</li> <li>• Identifies and understands key issues and trends.</li> <li>• Correctly extracts and interprets numerical information, conducting accurate numerical calculations.</li> <li>• Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence.</li> </ul>

**Delivery of Results**

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.
- Constructively challenges existing approaches to improve efficient customer service delivery.
- Accurately estimates time parameters for project, making contingencies to overcome obstacles.
- Minimises errors, reviewing learning and ensuring remedies are in place.
- Maximises the input of own team in ensuring effective delivery of results.
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented.

**Interpersonal & Communication Skills**

- Modifies communication approach to suit the needs of a situation / audience.
- Liaises with other groups to gain co-operation.
- Actively listens to the views of others.
- Negotiates, where necessary, in order to reach a satisfactory outcome.
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner.
- Is assertive and professional when dealing with challenging issues.
- Expresses self in a clear and articulate manner when speaking and in writing.

**Specialist Knowledge, Expertise & Self Development**

- Displays high levels of skills/expertise in own area and provides guidance to colleagues.
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team.
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and team.

**Drive & Commitment to Public Service Values**

- Is committed to the role, consistently striving to perform at a high level.
- Demonstrates flexibility and openness to change.
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks.
- Ensures that customer service is at the heart of own/teamwork.
- Is personally honest and trustworthy.
- Acts with integrity and encourages this in others.

**Note:** Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.

Ideally you should include all elements of the STAR competency framework which is outlined as follows:

Situation	Present a challenging situation you found yourself in.
Task	What did you need to achieve from the situation?
Action	What action did you personally take to achieve this?
Result	What was the result of your action?

**Terms and Conditions of Appointment**

- The appointment will be subject to the sanction of the Chief Executive.
- The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
- Any offer will be subject to the receipt of two satisfactory references.
- Appointment is to City of Dublin ETB as a whole, not to a particular centre. City of Dublin ETB reserves the right to transfer staff as the needs of the scheme dictates.

	<ul style="list-style-type: none"> <li>• The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.</li> <li>• For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB.</li> <li>• External work may not be undertaken without the prior consent of City of Dublin ETB.</li> </ul>
<b>Citizenship Requirements</b>	<p>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements:  <a href="#">Coming to Work in Ireland - Workplace Relations Commission</a></p> <p>Please note you must advise City of Dublin ETB if a work permit is required by you before commencing employment with City of Dublin ETB. This requirement should be notified to City of Dublin ETB as soon as possible.</p>
<b>Termination</b>	The appointment will be terminated by one month's notice in writing on either side.
<b>Garda Vetting</b>	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisation's recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
<b>Superannuation &amp; Retirement</b>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <a href="http://www.singlepensionscheme.gov.ie">www.singlepensionscheme.gov.ie</a>.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> <li>• Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).</li> <li>• Retirement Age: Scheme members must retire on reaching the age of 70.</li> <li>• Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI).</li> <li>• Post retirement pension increases are linked to CPI.</li> </ul>
<b>Pension Abatement</b>	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension <b>will be subject to abatement</b> in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. <b>Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</b></p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the</p>

	<p>Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community &amp; Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
<p><b>Exclusions</b></p>	<p>Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:</p> <p><b>Incentivised Scheme for Early Retirement (ISER):</b> It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the <i>same employment or the same sector</i>. Therefore, such retirees may not apply for this position.</p> <p><b>Department of Health and Children Circular (7/2010):</b> The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p> <p><b>Department of Environment, Community &amp; Local Government (Circular Letter LG (P) 06/2013):</b> The Department of Environment, Community &amp; Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).</p> <p><b>Collective Agreement Redundancy Payments to Public Servants:</b> The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p>
<p><b>Sick Leave and Special Leave</b></p>	<p>Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.</p>
<p><b>Pension Accrual</b></p>	<p>A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may</p>

	have implications for any appointee who has acquired pension rights in a previous public service employment.
<b>Ill Health Retirement</b>	Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
<b>Additional Superannuation Contribution</b>	Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.
<b>Declaration</b>	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
<b>Referees</b>	Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.  Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.

**Notes:**

- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to [applications@cdetb.ie](mailto:applications@cdetb.ie). You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.

Completed online applications should be submitted no later than:

**12 noon on Tuesday 18<sup>th</sup> March 2025**

***Late applications will not be accepted. Shortlisting may take place.***

***Canvassing will disqualify.***

***City of Dublin Education and Training Board is an equal opportunities employer.***

**Dr. Christy Duffy,  
Chief Executive.**